JOB ANNOUNCEMENT

Job Title: **Public Housing Authority Data Specialist**
Hours of Work: 40 hours per week; Monday-Friday
Salary Range: $33,435 - $59,812 (salary commensurate with experience) – Grade 19
Benefits: Health Insurance, Retirement, Paid Annual and Sick Leave
Work location: Arizona Department of Housing offices, Phoenix, Arizona

About the Department

The Arizona Public Housing Authority (APHA) is under contract with the US Department of Housing and Urban Development (HUD) to perform Project Based Contract Administration (PBCA) services for 115 properties, consisting of over 8,000 housing units throughout the state of Arizona. The APHA also administers a Housing Choice Voucher (HCV) program for Yavapai County (within northern Arizona) consisting of approximately 230 households. The principal function of the APHA is to ensure that affordable housing providers, receiving subsidies pursuant to Section 8 meet the federally mandated quality and performance standards. This is effectively an entry-level position and successful candidates have come from a variety of fields. This is an excellent opportunity for the right candidate to gain hands on experience in the subsidized housing industry. Gain experience interacting with the Federal government housing guidance.

Position Summary & Responsibilities

Under direction of the APHA Administrator and PBCA Program Specialists, the person in this position is primarily responsible for receiving and documenting calls through the APHA Call Center, verifying and ensuring accurate information and database maintenance, and performing administrative duties for the APHA. The person is responsible for performing these and other duties as assigned in accordance with HUD and APHA guidance, policies, procedures, and administrative plans.

Qualifications

Familiarity with subsidized housing, property management, Arizona landlord-tenant law, or regulatory compliance is helpful but not required. Motivated individuals seeking a challenging, yet rewarding career change are invited to apply. Some desirable characteristics are as follows: A positive attitude and strong work ethic. Motivation to provide excellent work product, excellent writing skills, and ability to prioritize and manage a time sensitive workload. Demonstrated ability to meet deadlines. Ability to receive, assemble, and manage information from numerous sources and databases. Excellent interpersonal skills, to include the ability to effectively communicate with applicants/residents, property staff, owner/agents, co-workers, and supervisors. Ability to assign the appropriate attention and response to Call Center concerns and compliance violations. The ability to understand and apply formulas used to calculate income, assets, expenses, deductions and rental calculations. A working knowledge of general office equipment and computers is required. A writing sample will be required. Any information included or supplied relating to employment is subject to verification.

Work Environment & Physical Demands

Work is primarily sedentary, but will involve physical exertion associated with an office environment. Work will require travel to meetings, conferences, and workshops. Work involves the normal risks and discomforts associated with an office environment.

The position will remain open until filled

Interested candidates must submit a resume, list of references, and letter of interest to: Lori Moreno, HR Administrator, Arizona Department of Housing, 1110 W. Washington, Suite 310, Phoenix, Arizona 85007 or by email to: resume@azhousing.gov or by Facsimile to 602-771-1002. NO PHONE CALLS PLEASE. The State of Arizona is an EEO/AA Employer. The ADOH is a drug-free workplace. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format, please contact Joy Johnson at 602-771-1000.